



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

500 WEST TEMPLE STREET
493 HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012

JON W. FULLINWIDER
CHIEF INFORMATION OFFICER

TELEPHONE: (213) 974-2008
FACSIMILE: (213) 633-4733

March 11, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina, Chair Pro Tem
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider
Chief Information Officer

Subject: **COUNTYWIDE E-MAIL RETENTION POLICY INITIATIVE STATUS
REPORT AND PROPOSED PLAN OF ACTION**

On February 4, 2004, I informed your Board of my intent to convene a task force to examine issues relating to the County's e-mail usage and, more specifically, to develop a countywide policy that will serve to govern the retention of e-mail by all County departments. At that time, I indicated that I would report back within 30 days with a Proposed Plan of Action for this initiative, and thereafter on a periodic basis, provide status reports regarding the task force's progress and accomplishments.

The attached document represents a first draft Plan of Action that will be distributed at the initial kick-off meeting of the Countywide E-mail Retention Policy Taskforce, scheduled on Wednesday, March 17, 2004, from 9:00 a.m. to 11:00 a.m. in the Kenneth Hahn Hall of Administration, Conference Room 585 A and B. Departments invited to participate on this task force include:

- | | |
|---|--|
| <input type="checkbox"/> Assessor | <input type="checkbox"/> Public Social Services |
| <input type="checkbox"/> Beaches & Harbors | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Chief Administrative Office | <input type="checkbox"/> Board of Supervisors Executive Office |
| <input type="checkbox"/> Chief Information Office | <input type="checkbox"/> Fire |
| <input type="checkbox"/> Coroner | <input type="checkbox"/> Human Relations Commission |
| <input type="checkbox"/> County Counsel | <input type="checkbox"/> Internal Services |
| <input type="checkbox"/> District Attorney | <input type="checkbox"/> Parks and Recreation |
| <input type="checkbox"/> Children and Family Services | <input type="checkbox"/> Public Defender |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Public Library |
| <input type="checkbox"/> Health Services | <input type="checkbox"/> Sheriff |
| <input type="checkbox"/> Mental Health | |

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This proposed Plan of Action will be reviewed by the taskforce and amended, as necessary, to clearly define the goals and expectations of the taskforce and to develop a first-draft Countywide E-mail Retention Policy for departmental review and comment. I plan to have a proposed final policy for your consideration within a 90-day timeframe.

I will provide your Board with a project status report every 60 days until the proposed Countywide E-mail Retention Policy is ready for your consideration and approval.

If you have any questions or require additional information concerning this initiative, please contact me at (213) 974-2008, or in my absence, Jonathan Williams, Chief Deputy, at (213) 974-2080.

JWF:EB:sjc

Attachment

c: Department Heads
Department I/T Managers/CIOs

COUNTYWIDE E-MAIL RETENTION POLICY PROJECT PROPOSED PLAN OF ACTION

ID	Task Name	Duration	Start	Finish	Comments
1	E-mail Retention Policy Project Initiation	114 days	Wed 2/4/04	Mon 7/12/04	
2	Advisement Memo to Board of Supervisors/Dept. Heads	1 day	Wed 2/4/04	Wed 2/4/04	Completed
3	Assemble Project Team	21 days	Wed 2/4/04	Wed 3/3/04	
4	Project Kickoff Meeting	1 day	Wed 3/17/04	Wed 3/17/04	
5	Define objectives and issues	1 day	Wed 3/17/04	Wed 3/17/04	
6	Review and approve plan of action	1 day	Wed 3/17/04	Wed 3/17/04	
7	Appoint Issue Specific Sub-Committees	1 day	Wed 3/17/04	Wed 3/17/04	
8	Gather and Circulate Relevant Documents and Information	21 days	Wed 3/17/04	Wed 4/14/04	
9	Existing Retention Policies	21 days	Wed 3/17/04	Wed 4/14/04	
10	Applicable Research Materials/White Papers	6 days	Wed 3/17/04	Wed 3/24/04	
11	Statutory and Regulatory Requirements/Prohibitions	6 days	Wed 3/17/04	Wed 3/24/04	
12	Review of Legal Issues/Concerns/Constraints	11 days	Wed 3/17/04	Wed 3/31/04	
13	Develop 1st Draft Countywide E-mail Retention Policy	24 days	Wed 3/17/04	Mon 4/19/04	
14	Circulate 1st Draft Countywide E-mail Retention Policy for Review and Comment	15 days	Mon 5/3/04	Fri 5/21/04	
15	Revise 1st Draft to 2nd Draft	6 days	Mon 5/24/04	Mon 5/31/04	
16	Circulate 2nd Draft Countywide E-mail Retention Policy for Review and Comment	9 days	Tue 6/1/04	Fri 6/11/04	
17	Revise 2nd Draft to Final Draft	5 days	Mon 6/14/04	Fri 6/18/04	
18	Prepare Recommendation to Board of Supervisors with Proposed Countywide E-mail Retention Policy	15 days	Mon 6/21/04	Fri 7/9/04	
19	Submit Recommendation to Board of Supervisors with Proposed Countywide E-mail Retention Policy for Approval and Adoption	1 day	Mon 7/12/04	Mon 7/12/04	